

Professional and Managerial Branch
Engineering Group
Traffic Engineering Series

TRAFFIC ENGINEERING DIVISION MANAGER

10/00 (LBT)

Summary

Under general direction, manage and direct the operations, functions and activities of the Traffic Engineering Division of the Engineering Department.

Typical Duties

Formulate short and long range division plans contributing to strategic Engineering Department goals. Involves: developing comprehensive traffic engineering program including long range requirements for future traffic planning; analyzing and interpreting study findings and making status reports; planning design and construction of traffic signal installations, street signs, markings and roadway lighting; collaborating with managers, engineers and consultants on program designs, and related performance standards and measures with recommended innovations for consideration by City officials and executives in decision-making.

Direct, review and control project development. Involves: meeting with project management staff and consultants to provide comments, clarifications and revisions on plans and specifications; establishing funding accounts for each project; controlling of project costs relative to budget objectives; acting as contract liaison with federal and state funding agencies; executing architectural and engineering design, procurement and project design coordination, coordinating in house designs and re-design adjustments; reviewing and approving payment of invoices for engineering and construction services; overseeing progress of construction; reviewing work directive changes and approving change orders; assuring proper close-out procedures related to as-built plans and operations/maintenance manuals; coordinating and resolving equipment malfunctions, construction defects, and any warranty items with contractors; assess and finalize projects scopes of work; preparing technical reports with scope of problem and recommendations; coordinating all engineering, construction and contractual requirements; providing professional advice and assistance to Engineering staff.

Administer division traffic engineering and ongoing programs to achieve objectives with approved resources, and improve functional efficiency and effectiveness. Involves: conducting traffic survey and accident studies; administering traffic signal system including signal master, traffic signal timing and related improvements to traffic flow; directing signal timing computations and adjustments of the various control units and interconnected signal systems; directing traffic engineering design and drafting projects, including coordinating division activities with other Engineering division, City departments, contractors, utility companies and outside agencies as needed; overseeing preparation of proposed ordinances to establish new or modify existing traffic patterns and regulations and presenting to City Council or other administrative bodies; overseeing preparation of plans and specifications for bid proposals for the purchase of traffic signal equipment; preparing cost estimates and evaluating costs and benefits of services and options available through outside vendors and consultants, and participating in contracting with them; directing the preparation of requests for State and Federal highway funds.

Supervise assigned professional, supervisory and administrative support personnel. Involves: determining and changing work procedures, setting performance standards, planning work schedules, organizing workloads, making or approving duty assignments, issuing written and oral instructions, reviewing progress and expediting work flow; arranging for or conducting division orientation and training in duties and responsibilities; examining work for exactness, neatness, and policy and procedure conformance, guiding staff to overcome difficulties encountered, correct errors and rectify complaints; evaluating performance or direct reports and reviewing employee appraisals by subordinate supervisors; coaching to motivate competency improvement and career advancement; maintaining harmony among workers and resolving grievances; serving on applicant interview panels; recommending employee selection, pay adjustments or commendations, discipline and termination, and other status changes.

Perform miscellaneous related professional and managerial functions as required. Involves: substituting, if assigned, for department or other division heads by carrying out specifically delegated duties sufficient to sustain continuity of ordinary activities and referring policy level problems to next higher level of management; reviewing and approving annual division budget requests for staff, resources and program improvement funds; monitoring and applying fiscal controls to receipt and expenditure of funds, and use of personnel, materials, facilities and time within limits of adopted budget, or contract and grant terms in collaboration with the Office of Management and Budget; investigating complaints from the public regarding traffic safety; responding to requests for neighborhood traffic controls, and discussing what action has or will be taken.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's of Science Degree in Civil or Electrical Engineering or a related field and eight (8) years progressively responsible professional traffic engineering experience, including four (4) years as a Registered Professional Engineer and three (3) years supervision; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities: Comprehensive knowledge of: the principles and practices of traffic engineering; traffic control equipment, including computer controlled traffic systems; engineering project cost determination techniques; federal, state and local laws, codes and ordinances as they pertain to traffic control and engineering.

Ability to: efficiently and effectively plan, implement, develop, coordinate and assess the City's traffic planning and design programs or other delegated aspects of traffic engineering; prepare, interpret and present comprehensive analytic reports on assigned traffic engineering topics; express oneself clearly and concisely both orally and in writing; establish and maintain effective working relationships with fellow employees, officials, regulatory agencies, and the general public by persuasively presenting information to respond to common inquiries and complaints of individuals or groups; firmly and impartially exercise delegated supervisory authority in the supervision and evaluation of subordinate personnel.

Skill in the safe operation and care of personal computer or network work station, including computer aided drafting and design (CADD), geographic information system (GIS), word processing, database and spreadsheet programs.

Physical Effort and Work Environment: Occasionally inspect field installations at construction sites which involves moving about uneven terrain, climbing ladders, bending and stooping and exposure to other adverse field conditions.

Licenses and Certificates: Valid Texas Professional Engineer License by time of application, or equivalent transferable from another state which must be converted to Texas Registration within one (1) year following appointment; valid Texas Class "C" Driver's license or equivalent issued by another state by time of appointment.

Director of Personnel

Department Head